

To: Andrea.Spencer@ci.bremerton.wa.us[Andrea.Spencer@ci.bremerton.wa.us]
From: Weinberg.Asher@epamail.epa.gov
Sent: Mon 10/26/2009 1:00:11 PM
Subject: Pending EPA Grant
Budget Detail Guidance.doc

Ms. Spencer,

Per my voicemail- I'm currently working on the programmatic funding review of your pending grant with EPA (Climate Showcase Communities Grant Program / Innovative Master Planning for the South Kitsap Industrial Area). In order to complete my review I will need you to address the following items:

1. In reference to any planned workshops, conferences and/or meetings, please answer the following questions:

Who is initiating the (workshop/conference/meeting)?

How is the (workshop/conference/meeting) being advertised?

Whose logo will be on the agenda and (workshop/conference/meeting) materials?

What is the percentage distribution of the persons attending the (workshop/conference/meeting) (i.e., percent Feds, public participants, state and locals?)

Is the recipient going to prepare the proceedings or analysis and disseminate this information back to (state/local/scientific community?)

Do you anticipate any program income being generated from this (workshop/conference/meeting)? No ____ Yes ____ If yes, how will these funds be used? (40 CFR 30.24) or (40 CFR 31.25)

_____ add to funds already committed to further support eligible objectives;

_____ finance the non-Federal share of the project;

_____ deduct from the total allowable project costs.

2. Please complete the attached lobbying certification form:

http://www.epa.gov/ogd/AppKit/form/Lobbying_sec.pdf

3. Please complete the attached assurances form:

http://www.epa.gov/ogd/forms/adobe/SF424B_sec.pdf

4. Please complete a budget narrative using the following guidance:

(See attached file: Budget Detail Guidance.doc)

5. Please revise the budget form to include two columns (yrs 1 and 2 /

or phases 1 and 2). These should be totals for the entire project and should match your budget narrative (above). There should be one column for the EPA portion and one column for your cost-share.

http://www.epa.gov/ogd/forms/adobe/SF424A_1_sec.pdf

6. From reading your scope of work, it does not appear to me that you would need a quality assurance plan. If you are using data/information, but not conducting actual environmental research (i.e. soil/water sampling), you generally do not need a QA plan. Please clarify.